



**DIVISION OF RESOURCES AND SUPPORT SERVICES
STATEWIDE STUDENT MANAGEMENT SYSTEM NEWSLETTER**

FEB 06
Issue 14

Scheduling: Year Specific Tables

As previously announced, Century is currently working to make selected tables that impact scheduling year specific and we expected this work to be completed no later than April 30. We are pleased to say that this work is continuing ahead of schedule. However, for those Phase I and Phase II districts that start the scheduling process early in the year, please remember to refer to the guidelines provided in the email that was distributed on 01-04-06 regarding tables in Star Student that are not yet year specific. If you begin the scheduling process **before** we complete the work to make the tables year specific, it is important to follow the guidelines distributed in the above referenced email when starting the scheduling process for the 2006-07 SY in order to avoid problems in your current year database. If you need another copy of the guidelines, please contact ssms.info@state.tn.us. An announcement will be posted to the Listserv (for Phase I & II districts) as soon as the year specific tables are in place.

Scheduling Refresher Training for Phase II

As previously announced on 2-15-06, a series of WebEx scheduling refresher training sessions are being provided to assist Phase II districts with the scheduling process for the 2006-07 school year. As the response to the training has been swift, many of the session dates are already at capacity and have been closed. As such, to ensure that we can adequately accommodate the remaining Phase II districts that have not yet registered for a session, two additional training dates have been added to the schedule.

The following training dates are still available:

March 20	April 6
March 22	April 10
March 24	April 12
March 30	

As of 2-27-06, our records indicate that the following Phase II districts have not registered for a session:

Alamo	Lincoln
Bells	Unicoi
Bradford	TN School for Blind
Etowah	

Contact ssms.info@state.tn.us if you need information regarding this training.

EasyIEP End-User Training for Phase III

EasyIEP administrator level training for Phase III districts has been completed. EasyIEP end-user training is nearly completed as well. The remaining trainings are listed below. For questions about this training, please contact Jennifer Carter at jcarter@pcgus.com.



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Training Date Week of:	Districts
February 27	Campbell Sullivan
TBD	Carter *
* Rescheduled date TBD	

Star Student Training for Phase III

The first round of on-sight training for Phase III districts is well underway with the focus on DataBase Administrator (DBA) and the Scheduling process. The on-sight sessions began in January and are scheduled through the month of March. Following are the remaining training dates for Phase III districts. For questions about the training, please contact Robert Gilleo at rgilleo@pcgus.com.

Training Date Week of:	Hosting Site	Districts
February 27	Bradley	Bradley
	Carter	Carter
March 6	Morgan	Morgan Oneida
	Rutherford *	Rutherford
	W. Carroll	Carroll W. Carroll
March 13	Athens	Athens McMinn
March 20	Blount	Blount
	Sullivan	Sullivan
March 27	Grundy	Grundy
TBD	Lake *	Lake
*Rescheduled date due to weather cancellation		

Academic History and XAP Transcript

In order to facilitate the verification of high school transcripts for lottery verification purposes, the state has contracted with XAP Corporation to electronically deliver transcripts to TSAC.

Please follow these steps to initiate the XAP transcript upload to TSAC for lottery verification purposes:

- 1) Complete Academic History on all 12th graders through the first semester of the 2005-2006 school year. Also, GPA #1 needs to contain the YTD GPA. If the YTD GPA is contained in GPA #2 or #3, let us know when you request the upload and we will pull the GPA from the correct field.
- 2) Notify the state you are ready to upload transcripts to XAP by sending an email to ssms.support@state.tn.us. Subject: XAP Transcript Upload for DistrictName



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- 3) The State will extract the transcript data in the defined format and upload to the Beta XAP Counselor Center.
- 4) XAP will create a pdf transcript for the counselors to review and approve.
- 5) Once the counselors approve the beta transcripts, counselors can notify ssms.support@state.tn.us and we will load to production XAP

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